

Request for Offers (RFO) Addendum

RFO Number: RFO0135

Addendum Number: 1

Date of Addendum: 06/24/2016

Original Posting Due Date, Time: 06/27/2016 3:30PM CDT

Revised Due Date, Time: 06/29/2016 3:30PM CDT -

Title: Admin Tax BA for Multiple Projects

SCOPE OF ADDENDUM

This addendum modifies the Process Schedule to extend the end date, modifies the RFO Evaluation Process to add additional details and posts answers to the questions received from vendors on the RFO. In this Addendum, changes to pre-existing RFO language will use ~~strike through~~ for deletions and underlining for insertions.

Process Schedule

Process Milestone

Deadline for Questions
Anticipated Posted Response to Question
Proposals due
Anticipated proposal evaluation begins
Anticipated proposal evaluation & decision

Due Date

06/21/2016, 3:30 pm CDT
06/23/2016, 3:30 pm CDT
~~06/27/2016~~ 06/29/2016, 3:30 pm CDT
~~06/28/2016~~ 06/30/2016
~~07/05/2016~~ 7/08/2016

RFO Evaluation Process:

- Experience (35%)
 - *Mandatory qualifications – 15%
 - *Desired skill – Project experience with one or more Document Management Systems – 5%
 - *Desired skill – Project experience working on a Case Management System for a court based organization - 10%
 - *Desired skill – Project experience working on a Case Management System (not necessarily a court based organization) - 5%
- Work Plan (35%)
- Cost (30%)

Posting Questions and Answers to RFO0135:

Question 1: Does using BPMN notation in Visio meet the needs of a process modeling tool or are you required to know, blueworks, IBM process modeler, etc?

Answer 1: Using Visio is acceptable.

Question 2: Can you provide the type of process modeling software you plan to use?

Answer 2: Visio plus whatever the implementation vendor utilizes (which is unknown at this point).

Question 3: Is there potential to extend?

Answer 3: Yes

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Question 4: Is there an incumbent currently in this role?

Answer 4: No

Question 5: Are there any budget restrictions for this role?

Answer 5: Yes

Question 6: Would you please confirm the phase(s) of the MN Tax Court CMS implementation effort the timeframe for this engagement represents?

Answer 6: Approximately: 1) Proposal Evaluation/Selection; 2) Requirements validation with the vendor; 3) Development/Configuration; 4) QA/QC/Testing; 5) PROD rollout.

Question 7: Have detailed end-user requirements been documented for this effort?

Answer 7: High level requirements were completed for the RFP.

Question 8: Are data conversion and system configuration activities in scope for this engagement? If so, is it anticipated that the Tax Court BA has a role in these activities during this engagement?

Answer 8: Yes, to both questions

Question 9: Is the Vendor RFP available for review?

Answer 9: Yes, see [Attachment A](#)

Question 10: Which Document Management System (DMS) does the Department of Administration use?

Answer 10: None, Agency-wide (Hence the project). There are 2 small Filenet implementations in use.

Question 11: Which Case Management System does the MN Tax Court System use?

Answer 11: Currently EVANS CASELOAD, seeking replacement/upgrade via RFP.

Question 12: Is the state looking for 1 BA for both Projects with experience on both types of projects or 1 BA for each project with different experience?

Answer 12: 1 BA for both Projects with experience on both types of projects

Question 13: Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?

Answer 13: PHONE/VIDEO is acceptable, but work on site is required.

Question 14: How will the desired skills be scored/weighed? (e.g. Case Management System experience in a court based and non-court based system)

Answer 14: Experience with Court based system will receive more weight than the experience with other types of case management systems. Total of 35% of the score is based on experience.

Question 15: For Project 1, is the Analyst responsible for writing the draft RFP?

Answer 15: Possibly – To be Determined

Question 16: For Project 2, is it anticipated that the selection will be complete prior to the Analyst starting or do you expect the Analyst to be involved in the decision?

Answer 16: Hoping to have Analyst to participate in evaluation.

Question 17: For project 2, how many vendors were solicited and responded?

Answer 17: Process is ongoing now. Information is not public.

Question 18: For project 2, when is the anticipated decision for choosing the vendor?

Answer 18: July/August 2016

Question 19: For project 2, what is your process for choosing the vendor?

Answer 19: RFP Responses reviewed and scored, references checked, interviews and demos with responders.

Question 20: For Project 2, was there a consultant responsible for documenting the requirements for the case management system RFP; if so, is this consultant an incumbent for this phase?

Answer 20: Yes; No Incumbent.

Question 21: How was it determined that each of these roles only requires .5 FTE effort?

Answer 21: The determination was made by the agencies Chief Information Officer.

Question 22: Is it expected when Project 1 is complete that the consultant effort for Project 2 will still remain at .5 FTE?

Answer 22: Unknown at this time.

Question 23: For project 2, is there an existing Case Management system that is being replaced?

Answer 23: Currently EVANS CASELOAD, seeking replacement/upgrade via RFP.

Question 24: For project 2, can you provide any type of measureable metrics that will clarify the magnitude of this effort?

Answer 24: See RFP in [Attachment A](#)

Question 25: For the work plan, please clarify what you mean by methodology.

Answer 25: Approach, Method.

Question 26: Is there potential for either project to continue moving forward after 6 months?

Answer 26: Yes

Question 27: Would you entertain a submission for one of the projects, but not both?

Answer 27: No

Question 28: Or, would you entertain two submissions, one for each project?

Answer 28: No

Question 29: For Project 1: The Business Need states "This documentation will be used as information in a future RFP to acquire a Document Management System for the Department of Administration." Then a Draft RFP is mentioned as a project deliverable, however the Project Milestones don't seem to have this deliverable as a milestone. What is the expectation for a draft RFP?

Answer 29: To be Determined – Analyst must have the ability to write the RFP.

Question 30: For Project 1: Is there an expectation that there would be individual working sessions with resources from each of the 18 divisions?

Answer 30: Yes

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: